

**UNITED STATES DEPARTMENT OF HOMELAND SECURITY**  
**FEDERAL EMERGENCY MANAGEMENT AGENCY NATIONAL ADVISORY**  
**COUNCIL**

**NATIONAL ADVISORY COUNCIL CHARTER**

**1. Committee's Official Designation:**

The Federal Emergency Management Agency (FEMA) National Advisory Council.

**2. Authority:**

Title 6, United States Code, Section 318 directs the Secretary of Homeland Security to establish the National Advisory Council (NAC). The NAC is established in accordance with and shall operate under the provisions of the *Federal Advisory Committee Act* (FACA) (Title 5, United States Code, Appendix).

**3. Objectives and Scope of Activities:**

The NAC shall advise the Administrator of the FEMA on all aspects of emergency management. The NAC shall incorporate State, local and tribal government and private sector input in the development and revision of the national preparedness goal, the national preparedness system, the National Incident Management System, the National Response Framework, and other related plans and strategies.

**4. Description of Duties:**

The duties of the NAC are solely advisory in nature.

**5. Officials to Whom the Committee Reports:**

The NAC reports to the Administrator of FEMA.

**6. Agency Responsible for Providing Necessary Support:**

FEMA shall be responsible for providing financial and administrative support to the NAC.

**7. Estimated Annual Operating Costs and Staff Years:**

The annual operating cost associated with supporting the NAC's functions is estimated to be \$445,000 per year, including all direct and indirect expenses. Adequate staffing within the annual operating cost estimate is required to support the NAC.

**8. Designated Federal Officer:**

A full-time or permanent part-time employee of FEMA shall be appointed as the NAC Designated Federal Officer (DFO). The Administrator may also appoint an Alternate DFO. The DFO or Alternate DFO shall approve or call the meeting(s) of the NAC or any of its subcommittees; approve the agenda of all meetings; attend all committee and subcommittee meetings; adjourn any meeting when he or she determines it to be in the public interest; and, chair meetings when directed to do so by the Administrator.

**9. Estimated Number and Frequency of Meetings:**

The NAC will meet in public session up to two times a year. It is anticipated that the NAC will hold at least one teleconference meeting with public call-in lines. All travel for NAC business must be approved in advance by the DFO. Members may be reimbursed for travel and per diem according to Federal Travel Regulations. Committee meetings shall be open to the public unless a determination is made by the appropriate Department of Homeland Security (DHS) official in accordance with DHS policy and directives that the meeting should be closed in accordance with subsection (c) of section 552b of title 5, United States Code.

**10. Duration:**

Continuing.

**11. Termination:**

Section 14(a)(2) of the Federal Advisory Committee Act (5 U.S.C. App.) shall not apply to the NAC. This charter shall be in effect for two years from the date it is filed with Congress and must be renewed in accordance with section 14(b) of FACA.

**12. Member Composition:**

The NAC shall consist of up to thirty-five members appointed by and serving at the pleasure of the Administrator. Members are designated as Representatives, Special Government Employees (SGEs), or *Ex Officio*. SGEs are defined in section 202(a) of Title 18, United States Code. To the extent practicable, the members shall be geographically diverse and represent a substantive cross-section of officials, emergency managers, and emergency response providers from State, local, and tribal governments, the private sector, and nongovernmental organizations, as follows:

- Up to three members representing the interests of the emergency management field and up to three members representing emergency response providers, including fire service, law enforcement, hazardous materials response, emergency medical services, and emergency management personnel, or organizations representing such individuals. These two to six members are to represent the viewpoint of the interest sectors indicated and are Representative members.

- One member drawn from each of the following disciplines: health scientists, emergency medical providers, inpatient medical providers, and public health professionals. These four members bring their expertise and experience to the Council and shall serve as SGEs.
- Up to two members from the Federal, State, local and tribal governments, and the private sector, representing standards setting and accrediting organizations including from the voluntary consensus codes and standards development community, with expertise in the emergency preparedness and response field. These one to two members are to represent the viewpoint of the subject organizations and are Representative members.
- One member drawn from non-elected State government officials, including Adjutants General, with expertise in preparedness, protection, response, recovery, and mitigation. This member is to represent the interests of State governments and is a Representative member.
- One member drawn from non-elected local governments, with expertise in preparedness, protection, response, recovery, and mitigation. This member is to represent the viewpoint of the interests of local governments and is a Representative member.
- One member drawn from non-elected tribal government officials, with expertise in preparedness, protection, response, recovery, and mitigation. This member is to represent the viewpoint of the interests of tribal governments and is a Representative member.
- One member drawn from elected State government officials to represent executives of State governments. This member is to represent the viewpoint of the interests of State governments and is a Representative member.
- One member drawn from elected local government officials to represent executives of local governments. This member is to represent the viewpoint of the interests of local governments and is a Representative member.
- One member drawn from elected tribal government officials to represent executives of tribal governments. This member is to represent the viewpoint of the interests of tribal governments and is a Representative member.
- One member drawn from each of the following public and private sector disciplines: infrastructure protection, cybersecurity, and communications. These three members bring their expertise and experience to the Council and shall serve as SGEs.
- Up to two members to represent people with disabilities and people with access and functional needs. These one or two members will serve as SGEs..
- One or more members drawn from disciplines where the Administrator determines additional expertise to be appropriate. These one or more members will serve as SGEs.
- One or more officers of the Federal Government to serve as *ex officio* members. Members designated as *ex officio* will be entitled to vote on Council business.

In the selection of members who are health or emergency medical service professionals, the Administrator shall work with the Secretary of Health and Human Services and the Secretary of Transportation.

The term of office of each member shall be three years. The Administrator may appoint a member to serve more than one term. Members generally will not serve in excess of two terms or six years. A member appointed to fill an unexpired term shall serve the remainder of that term. In the event that the NAC terminates, all appointments to the NAC shall terminate.

**13. Officers:**

The Administrator shall appoint one member of the NAC as the Chair and one member as Vice-Chair. The Vice-Chair will act as Chair in the absence or incapacity of the Chair or in the event of a vacancy in the office of the Chair. The term of office of the Chair and Vice Chair will be one year, and members may serve more than one term.

**14. Subcommittees:**

The NAC may establish subcommittees for any purpose consistent with this charter with the final approval of the Administrator. Such subcommittees may not work independently of the chartered committee and must report their recommendations and advice to the NAC for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the NAC and may not report directly to the Federal Government or any other entity.

**15. Recordkeeping:**

The records of the NAC, formally and informally established subcommittees or other subgroups of the Council, shall be handled in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, in accordance with the *Freedom of Information Act* (Title 5, United States Code, section 552).

**16. Filing Date:**

April 4, 2013  
Agency Approval Date

April 23, 2013  
GSA Consultation Date

April 23, 2013  
Date Filed with Congress